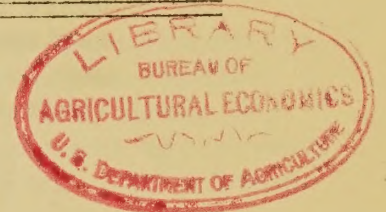


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

PROCEDURE FOR CONDUCTING THE SPOT CHECK OF
THE WORK OF FARM REPORTERS.



INTRODUCTION

The State committee will conduct a spot check of the work of the farm reporters and make a comparison of the relative efficiency among counties in performance work. This spot check will be made in each county by reviewers selected by, and responsible to, the State committee. The persons acting as reviewers should be thoroughly familiar with the provisions of the 1940 programs and especially well qualified to make proper determinations in connection with performance in the territory to which they are assigned. In the selection of reviewers, preference should be given to committeemen who have done outstanding work in the past on performance. The reviewers selected should not work on the spot check in their own counties.

The State committee should select reviewers who will be able to devote the major portion of their time to the spot check until such work has been completed.

The following work of the farm reporters shall be spot checked by the reviewer:

- (1) At least two percent of the total number of farms in each county on which performance was determined. The farms selected for spot check by the reviewer should be representative of the farms in the county.
- (2) All measurements made by the farm reporter on the farm selected for the spot check.
- (3) All of the farm reporter's descriptions of crop and land uses, and soil-building practices carried out on the farm selected for the spot check.

The spot check work should be started as soon as practical after the determination of performance has begun. If it is considered desirable the reviewer may make two visits to all or a part of the counties in which he is to work. On his first visit to counties which are to be visited twice, the reviewer shall spot check approximately one-third to one-half of the farm reporters

to be spot checked. After the reviewer has made the first visit to all counties assigned to him he shall revisit those counties where the work was not completed and complete the spot check. At the time of the second visit to a county the reviewer may, where it is considered advisable, make a further spot check of the farm reporters who were spot checked on the first visit to the county.

The farms selected for spot check by the reviewer shall be representative of farms in the community in which the farm reporter worked. Where it appears justifiable, the county committee may request the reviewer to reinspect additional farms in the county. In some cases it may be advisable for the county committee to select a person to assist the reviewer in his work.

PREPARATION OF FORM NCR-418, REVIEWER'S CHECK SHEET

In reinspecting a farm, the reviewer will use the map of the farm, the farm cut-out, or the photo enlargement; the farm report, and other forms relating to performance. The reviewer will prepare, in duplicate, Form NCR-418, Reviewer's Check Sheet, for each farm spot checked. In the event that the spaces provided on the reviewer's check sheet are inadequate for the information in connection with any one farm, an additional form shall be used. The reviewer shall not change the entries which the farm reporter has made on the farm report, but will note incorrect entries on the reviewer's check sheet. All forms taken from the county office by the reviewer will be charged to him until returned.

In addition to the usual identification entries at the top of the reviewer's check sheet, the following entries will be made by the reviewer:

Section I.

Column 1.--The field letter of each field on the farm.

Column 2.--The corresponding field acreage obtained from Section III, column (c), of the farm report for each field indicated in column (1). After all field acreages have been entered, they shall be totaled.

Column 3.--Enter the farm reporter's description of crop and land uses, and soil-building practices carried out, as indicated on the farm report for the applicable field.

Column 4.--Enter the description of crop and land uses, and soil-building practices carried out.

Section II.--The reviewer's remeasurements in connection with the spot check of field measurements will be made in linear feet. Any measurements made in units other than linear feet shall be converted to linear feet.

Enter in column (1) the field letter of any field for which a measurement was made by the farm reporter. In case more than one measurement was made on any one field, repeat the entry of the field letter on a separate line for each measurement.

Designate in column (2) the side of the field on which the measurement was made by the reviewer. The north side of a field will be indicated by the letter "N," the south side by the letter "S," etc.

Enter in columns (3) and (4) the linear measurements in feet.

Enter in column (5) the number of feet by which the farm reporter's measurements are in error on the basis of the reviewer's remeasurements. The entries in this column should be preceded by a plus (+) or minus (-) sign, depending upon whether the reporter's linear measurements are greater or less than those determined by the reviewer. If the entries in columns (3) and (4) are the same, enter a zero in column (5).

After all measurement entries have been made in section II, columns (3), (4), and (5) shall be totaled. In totaling column (5) the plus and minus signs shall be disregarded.

Section III.--Data should be entered for each item in this section as follows:

Item 1.--The total number of fields reinspected.

Item 2.--The total number of fields for which the farm reporter's descriptions of crop or land uses, or soil-building practices carried out, would lead to incorrect classifications.

Item 3.--The percentage of fields incorrectly described, obtained by dividing the entry in item 2 by the entry in item 1.

Item 4.--The total number of remeasurements made by the reviewer.

Item 5.--The total number of the farm reporter's measurements found to be in error by two percent or more, on the basis of the reviewer's remeasurements.

Item 6.--The percentage of error made in total measurement, obtained by dividing the total of column (5), Section II, by the total of column (4), Section II.

After the spot check of a farm reporter's work has been completed, the reviewer will designate the standard of the farm reporter's work by one of the three following classifications: (1) satisfactory, (2) further training necessary, (3) unsatisfactory. The classification assigned the farm reporter will be entered on the first line of Section III after the word "Remarks."

The farm reporter's work will be classified as "satisfactory" if the entry in section III, item 6, indicates that the total measurements made by the farm reporter are not more than two percent in error, and it is determined that no crop or land use, or soil-building practice carried out, is described in a manner that might lead to an incorrect classification.

The farm reporter's work will be classified as "further training necessary" if the spot check indicates that his work is not up to the standard described in the preceding paragraph, but the reviewer feels that the farm reporter will reach this standard by further training. If the farm reporter is so classified, the reviewer will submit to the county committee his recommendation for further training of the farm reporter.

The farm reporter's work will be classified as "unsatisfactory," and the reviewer will recommend that he be replaced, if the reviewer feels that further training will not bring the farm reporter's work up to the established standard. In cases where farm reporters are replaced, the farms which they have inspected shall be reinspected to the extent that the county committee considers reinspection necessary.

If the farm report is rejected because of the spot check, enter under "Remarks" in Section III the word "Rejected." In making this entry, a farm report shall be considered as "Rejected" if it is found that on the basis of the information given on the farm report and cut-out, a measurement has been reported which is 2 percent or more in error; or the crop or land use for a field has been reported in such a manner that such information would lead to an incorrect classification by the county committee.

After completed reviewer's check sheets have been returned to the county office by the reviewer, the corrections indicated will be transferred to the corresponding farm report. This work will be done only by county committeemen who will initial the corrected entries.

PREPARATION OF THE COUNTY SPOT CHECK SUMMARY

After the reviewer has completed the reviewer's check sheets for all farm reporters spot checked, he shall summarize the spot check data on Form NCR-419, County Spot Check Summary.

The usual identification data will be entered in the spaces provided in the upper right-hand corner of the form.

A separate line will be used for the data relating to each farm spot checked. The names of the farm reporters spot checked should be entered in alphabetical order.

The following entries shall be made, for each farm spot checked, in columns (1) to (10), inclusive:

<u>County Spot-Check Summary</u>		Should be transferred from the column or item on the reviewer's check sheet indicated below:
Column	Entry To Be Made	
1	Name of Reporter	Upper right-hand corner.
2	Total field acreage	Section I, total of column (2).
3	Number of fields reinspected	Section III, item 1.
4	Number of fields incorrectly described	Section III, item 2.
5	Percent of fields incorrectly described	Section III, item 3.
6	Number of remeasurements	Section III, item 4.
7	Number of measurements 2 percent or more in error	Section III, item 5.
8	Reviewer's remeasurements	Section II, total of column (4).
9	Total error	Section II, total of column (5).
10	Percent of error in measurements	Section III, item 6.

After the county spot-check summary has been prepared and signed by the reviewer, an original and two carbon copies will be typed in the county office.

PREPARATION OF THE REVIEWER'S SPOT CHECK REPORT

The Reviewer's Spot Check Report, a specimen copy of which is attached, and copies of which may be mimeographed in the State office for use by the reviewers, shall be prepared as follows:

Enter the name of the county in the space provided.

Item 1.--Enter the total number of farms on which performance was determined.

Item 2.--Enter the total number of farms spot checked by the reviewer.

Item 3.--Enter the total number of farm reports rejected by the reviewer. The entry for this item shall be the sum of the number of farm reports for farms spot checked on which the reviewer entered the word "Rejected" under "Remarks" in Section III of Form NCR-418.

Item 4.--Enter the total number of farm reporters employed. The entry for this item shall include all farm reporters who have worked in the county.

Item 5.---Enter the total number of farm reporters who were spot checked by the reviewer. If the reviewer spot checked more than one farm which were inspected by a farm reporter, such farm reporter shall be considered only once in making this entry.

Item 6(a).---Enter the total number of farm reporters spot checked who were classified as "satisfactory."

Item 6(b).---Enter the total number of farm reporters spot checked who were classified as "in need of further training." The entry for this item shall include only the number of farm reporters in need of further training who were determined "satisfactory" after they had received such further training.

Item 6(c).---Enter the total number of farm reporters spot checked who were classified as "unsatisfactory." The entry for this item shall include the total number of farm reporters who were "in need of further training," and who were determined "unsatisfactory" after they had received such further training.

The sum of the entries in items 6(a), 6(b) and 6(c) should be the same as the entry in item 5.

Item 7(a).---Enter the total amount of the reviewer's compensation.

Item 7(b).---Enter the total amount of the reviewer's mileage and per diem.

Item 7(c).---Enter the total amount of expense incurred by any person employed by the county agricultural conservation committee, to assist the reviewer in the spot check work.

Enter the total of items 7(a), 7(b) and 7(c) on the line provided.

After this report has been filled in by the reviewer, it should be typed in triplicate and the typed copies signed and dated by the reviewer.

The original and one copy of the county spot check summary, the original and one copy of the reviewer's spot check report, and all original copies of the reviewer's check sheet should be transmitted to the State committee by the reviewer after the completion of the spot check and before he leaves the county office. One copy of the county spot check summary, one copy of the reviewer's spot check report, and all yellow copies of the reviewer's check sheet will be filed in the county office.

PREPARATION OF THE STATE SUMMARY OF COUNTY SPOT CHECK REPORTS.

The State office will prepare in duplicate a State summary by farmer fieldmen districts of the County Spot Check Summaries (Form NCR-419) and the Reviewer's Spot Check Reports that have been submitted from the counties.

Listing sheets will be furnished by the North Central Division for this purpose.

The following information shall be listed:

Enter the name of the State in the space provided.

Column 1.--Name of the county (alphabetically by fieldmen districts).

Column 2.--Name of the reviewer.

Column 3.--Total field acreage of farms spot checked.

Column 4.--Total number of fields reinspected.

Column 5.--Total number of fields incorrectly described.

Column 6.--Percent of fields incorrectly described (column 5 ÷ column 4).

Column 7.--Total number of remeasurements.

Column 8.--Total number of measurements in error 2 percent or more.

Column 9.--Total of reviewers remeasurements in feet.

Column 10. Total measurement error in feet.

Column 11.--Percent of error in measurement (column 10 ÷ column 9).

Column 12.--Total number of errors (Field description and measurement).
(Column 5 ÷ column 8).

Column 13.--Percentage distribution of errors in field description.
(Column 5 ÷ column 12).

Column 14.--Percentage distribution of errors in measurement. (Column 8 ÷ column 12).

Column 15.--Total number of farms on which performance was determined.

Column 16.--Total number of farms spot checked by the reviewer.

Column 17.-Total number of farm reports rejected by the reviewer.

Column 18.-Total number of farm reporters employed.

Column 19.-Total number of farm reporters spot checked.

Column 20.-Total number of farm reporters spot checked classified as
"satisfactory."

Column 21.-Total number of farm reporters spot checked classified as
"in need of further training."

Column 22.-Total number of farm reporters spot checked classified as
"unsatisfactory."

Column 23.-Reviewer's compensation.

Column 24.-Reviewer's mileage and per diem.

Column 25.-County expense for reviewer's assistant.

Column 26.-Total cost of spot check (column 23 ÷ column 24 ÷ column 25).

As soon as possible after the completion of the State Summary, the State office will forward the originals of the County Spot Check Summary (Form NCR-419), Reviewer's Spot Check Reports, and the State summary to the North Central Division.

REVIEWER'S SPOT CHECK REPORT

_____ County

1. Number of farms on which performance was determined _____
2. Number of farms spot checked by the reviewer _____
3. Number of farm reports rejected by the reviewer _____
4. Number of farm reporters employed _____
5. Number of farm reporters spot checked by the reviewer _____
6. Number of farm reporters spot checked classified as
 - (a) Satisfactory _____
 - (b) In need of further training _____
 - (c) Unsatisfactory _____
7. Cost of spot check
 - (a) Reviewer's compensation _____
 - (b) Reviewer's mileage and per diem _____
 - (c) County expense for reviewer's assistant _____

Total cost of spot check _____

(Date)

(Signature of Reviewer)

